

Request for Records Disposition Authority
(See Instructions on reverse)

Leave Blank (NARA use only)

Job Number **NI-567-10-5**

To National Archives and Records Administration (NIR)
8601 Adelphi Road, College Park, Md 20740-6001

Date Received **2/23/2010**

1 From (Agency or establishment)
U S Immigration and Customs Enforcement (ICE)

Notification to Agency
In accordance with the provisions of 44 USC 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

2 Major Subdivision
Office of International Affairs

3 Minor Subdivision
Visa Security Program

4 Name of Person with whom to confer

5 Telephone (include area code)

Date **9/10/10** Archivist of the United States **[Signature]**

6 Agency Certification

I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 3 page(s) are not needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required, is attached, or has been requested

Signature of Agency Representative

Title
Chief, Records Management Branch

Date (mm/dd/yyyy)
01/06/2010

Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)
1	<p>See attached sheet(s) for</p> <p>Visa Security Program Tracking System-NET (VSPTS-NET)</p> <p>Note * Input covered by GRS 20</p>		

**U.S. Department of Homeland Security
Headquarters Systems Schedules**

Immigration and Customs Enforcement (ICE)

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Visa Security Program Tracking System Web (VSPTS-NET)

The Visa Security Program Tracking System (VSPTS-Net) is a U S Immigration and Customs Enforcement (ICE) system that supports the management of ICE's Visa Security Program (VSP), which seeks to identify applicants for U S visas who are ineligible to enter the United States due to criminal history, terrorism associations, or other security-related grounds ICE Special Agents use VSPTS-Net to record, track, and manage all visa security reviews performed by ICE

VSPTS-Net is owned by the ICE Office of International Affairs (OIA) VSPTS-Net provides ICE Agents located at U S embassies and consulates abroad with a globally accessible web-based application to manage the workflow associated with OIA's Visa Security Program (VSP), which investigates visa applications VSPTS-Net is the successor to the system known as the VSP Tracking System

In support of Section 428 of the Homeland Security Act of 2002, ICE deploys agents to U S embassies and consulates ("consular posts") in high-risk areas worldwide to conduct security reviews of visa applications ICE agents assigned to VSP examine visa applications in-depth, investigate applicants who may be ineligible for a visa, coordinate with other law enforcement entities, and provide advice and training to the State Department The purpose of VSP is to provide expert advice to State Department officials regarding specific security threats relating to the adjudication of individual visa applications or classes of applications VSPTS-Net is used to support ICE's VSP activities, in particular to record, track, and manage the visa security reviews conducted at consular posts and to communicate the results to State Department officials

In response to a congressional mandate, in May 2007, ICE created a Security Advisory Opinion Unit ("SAO Unit") within VSP at ICE Headquarters A Security Advisory Opinion (commonly referred to as an "SAO") is a U S Government mechanism to coordinate third-agency checks on visa applicants about whom the State Department have security-related concerns Applicants identified for an SAO require in-depth review by multiple federal agencies The State Department provides the results of SAO checks to consular officers to aid in adjudicating visa applications ICE's SAO Unit responds to SAO requests generated worldwide and conducts a visa security review which provides the State Department with DHS-held information on visa applicants The purpose of the SAO Unit is to integrate VSP's law enforcement expertise into the current SAO process VSP agents and analysts in the SAO Unit conduct visa security reviews on applicants who may be ineligible for a U S visa because of criminal history, terrorism association, or other factors and convey that information to the State Department which decides whether to issue the visa VSPTS-Net is also used to support VSP's SAO Unit activities, in particular to record, track, and manage the visa security reviews initiated through the SAO process and to communicate the results to the State Department

1. Visa Security Program Tracking System Web (VSPTS-NET)

A. Master File/Data

(1) Visa Security Review Data

Visa security review data in the system consists of information

Disposition:

a Security Reviews where ICE does not object to Visa

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provided by an individual applying for a U S visa on his/her visa application form or through a visa interview Other information compiled during the visa security review, such as the applicant's criminal history, visa and immigration history, and information relating to terrorism and national security, is also included in this dataset Finally, these records contain the advice provided by ICE to the State Department and the State Department's final visa decision

issuance, with no derogatory information found
TEMPORARY Cutoff at end of calendar year review is completed Destroy/delete twenty-five (25) years after cutoff

b Security Reviews where ICE does not object to Visa issuance, with derogatory information found
TEMPORARY Cutoff at end of calendar year review is completed Destroy/delete twenty-five (25) years after cutoff

c Security Reviews where ICE does not object to Visa issuance, with Terrorism related information found regarding the Applicant
TEMPORARY Cutoff at end of calendar year review is completed Destroy/delete seventy-five (75) years after cutoff

d Security Reviews Recommending Against Visa issuance due to Applicant Nexus to Terrorism
TEMPORARY Cut off at end of calendar year review is completed Destroy/delete seventy-five (75) years after cutoff

e Security Reviews Recommending Against Visa Issuance with no Nexus to Terrorism by Applicant
TEMPORARY Cut off at end of calendar year review is completed Destroy/delete twenty-five (25) years after cutoff

B. Input

~~(1) Visa Applicant Data~~

~~Visa applicant data is obtained primarily from the State Department's Consular Consolidated Database (CCD). The State Department collects information from the visa applicant using its own visa application forms and during the visa interview. State Department personnel enter this information into State Department consular systems that feed into CCD. The VSP agent logs into CCD, extracts the visa application information as an Excel file then manually imports the data into~~

Disposition (Media Neutral): *GRS 20 item 2.c.*
~~TEMPORARY Destroy/delete no more than one (1) week after extraction of data from CCD~~

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~~VSPTS-NET Data collected from the Consular Consolidated Database includes, but is not limited to, the applicant's name, address, phone number, email, date of birth, country of birth, nationality, and passport number.~~

C. Output

(1) Screening/Vetting Reports

The VSP agent makes a visa adjudication recommendation (issuance or non-issuance) based upon review of the data collected in VSPTS-NET. These recommendations are generated daily and sent electronically via Screening/Vetting reports to the State Department. These recommendations are also generated on an ad hoc basis and distributed to appropriate Federal, State, local, or foreign organization responsible for investigating, prosecuting, enforcing, or implementing, a statute, rule, or regulation where there is an indication of a violation of that statute, rule, or regulation and other DHS components as investigative needs arise.

Disposition (Media Neutral):

TEMPORARY Destroy/delete after confirmation of electronic transmission

(2) State Department Consular Consolidated Database (CCD) Text File

~~VSPTS-NET takes the data originally received from the State Department CCD and converts it to a text file which is used to run a query in the Treasury Enforcement Communications System (TECS) to determine if the applicant has a criminal or terrorism background, a record of immigration violations, or other derogatory information that may be relevant to the applicant's eligibility for a visa under Federal law.~~

Disposition (Media Neutral): GLS 20 item 2.c.

TEMPORARY Destroy/delete after executing search in Treasury Enforcement Communications System (TECS)